

BALTIMORE CITY ETHICS BOARD
626 City Hall
Baltimore, Maryland 21202
Phone: 410-396-4730 Fax: 410-396-8483
www.baltimorecity.gov/government/ethics

LATE FEE: \$2/DAY

**FINANCIAL DISCLOSURE DIRECTIONS
FOR
OFFICIALS AND EMPLOYEES GENERALLY**

SPECIAL NOTE TO NEW APPOINTEES: Any person newly appointed to a position for which a Financial Disclosure Statement is required:

- 1. must file an initial Financial Disclosure Statement within 30 days after appointment {see Art. 8, § 7-12 (“Persons filling vacancy”)}; and**
- 2. if the person exercises decision-making authority or is a principal advisor to one who exercises decision-making authority {see Art. 8, § 2-21 (“Official” defined)}:**
 - a. must complete a 2-hour ethics training course within 6 months after appointment (excluding members of boards and commissions who do not otherwise hold a covered position) {see Art. 8, § 3-20 (“Training courses”)}; and**
 - b. must file a Conflicts Affidavit within 6 months after appointment (including members of boards and commissions) {see Art. 8, § 3-21 (“Conflicts affidavit”) and Ethics Form 321}.**

I. WHO MUST FILE

A Financial Disclosure Statement must be filed by:

- (1) individuals holding certain specified positions {Art. 8, §§ 7-7 and 7-8}.
- (2) procurement, legislative, and enforcement personnel {Art. 8, § 7-9}.
- (3) individuals vacating any of these positions {Art. 8, § 7-11}.
- (4) individuals appointed to fill a vacancy in any of these positions {Art. 8, § 7-12}.
- (5) candidates for elected office {Art. 8, § 7-13}.
- (6) designees of the Mayor and of the City Council President {Art. 8, § 7-14}.

II. WHAT FORM TO FILE

This Form 716-Gen'l {"Financial Disclosure Statement for Officials and Employees Generally"} must be used by all officials and employees who are required to file Financial Disclosure Statements, except those who are required to file *only* as a member of a board or commission.

Form 716-Brds {"Financial Disclosure Statement for Board and Commission Members"} may be used by a member of a board or commission, *if that member is not otherwise an official or employee required to file* a Financial Disclosure Statement.

III. WHEN TO FILE; PERIOD COVERED

(a) *General.*

- (1) An individual holding a position for which a Financial Disclosure Statement is required must file the Statement on or before **April 30** of each year.
- (2) The Statement must cover all of the immediately preceding calendar year.

(b) *New appointees.*

- (1) An individual newly appointed to a position for which a Financial Disclosure Statement is required must file an Entry Statement **within 30 days after appointment**.
- (2) The Statement must cover all of the calendar year immediately preceding the appointment.
- (3) An Entry Statement need not be filed, however, if the individual already has filed a Statement for the same calendar year (as in the case, for example, of a promotion) .

(c) *Individuals vacating position.*

- (1) An individual who vacates a position for which a Financial Disclosure Statement is required must file a Departure Statement **within 60 days after vacating the position**.
- (2) The Statement must cover:
 - (i) all of the immediately preceding calendar year, unless the individual already has filed a Statement for that year; and
 - (ii) that part of the current calendar during which the individual served.
- (3) A Departure Statement need not be filed, however, if the individual is assuming another position for which a Financial Disclosure Statement for these periods will be required.

(d) *Candidates for election.*

- (1) A candidate for elected office (Mayor, City Comptroller, President of the City Council, or City Councilmember) must file a Statement **no later than with the filing of his or her certificate of candidacy and annually through the year of election**.

- (2) The Statement must cover all of the immediately preceding calendar year and must be **filed with the Baltimore City Board of Elections**.
- (3) This Statement need not be filed, however, if the candidate otherwise has filed a Statement for the same calendar year.

IV. WHERE TO FILE

All Statements {except those from candidates for elected office (*see* III(d) above)} must be filed with:

Baltimore City Ethics Board
626 City Hall
100 North Holliday Street
Baltimore, Maryland 21202
410-396-4730

V. FORMS AND INFORMATION

Forms and instructions for Financial Disclosure Statements, Conflicts Affidavits, etc., are available for downloading on the Board's Website, www.baltimorecity.gov/government/ethics.

The Department of Finance maintains lists of vendors that do ***business with the City***. A copy is available for your review at the Board's office. In addition, you can access and search that list on the City's Intranet, at <http://cob/vendorquery>.

VI. NOTARIZATION

As indicated on the Financial Disclosure Statement, all information must be given under oath or affirmation and must be notarized. For your convenience, Notaries Public are available to administer the oath, for a small administrative fee, in the Board's office.

VII. LATE FEE

Any person who submits a Financial Disclosure Statement after the filing deadline (*see* Part III above) will be assessed a late fee of \$2 a day, to a maximum of \$250.

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DEFINITIONS OF TERMS

All defined terms are indicated by ***bold italics***.

“Attributable entity”.

“Attributable entity” means:

- (1) any ***business entity*** in which, at any time during the ***reporting period***:
 - (i) you held an equity interest of 30% or more; or
 - (ii) a ***family member*** held an equity interest of 30% or more, if you directly or indirectly controlled that ***family member***'s interest; and
- (2) any trust or estate under which, at any time during the ***reporting period***, you or a ***family member***:
 - (i) held a reversionary interest;
 - (ii) was a beneficiary; or
 - (iii) if a revocable trust, was a settlor.

“Business entity”.

(a) *General.*

“Business entity” means any ***person*** or entity engaged in business or other organized activity, whether for-profit or not-for-profit and regardless of form.

(b) *Illustrations.*

“Business entity” includes, for example, any:

- (1) corporation.
- (2) general or limited partnership.
- (3) limited liability company.
- (4) sole proprietorship.
- (5) joint venture.
- (6) unincorporated association or firm.
- (7) real estate investment trust.
- (8) institution, trust, foundation, or other organization.

“Business with City”.

“Business with City” means:

- (1) having or seeking a contract or other transaction with the ***City***, or a combination of contracts or other transactions with the ***City***, that involves the commitment, in the ***reporting period***, of \$5,000 or more; or
- (2) being regulated by or subject to the authority of the ***City***, any ***City*** agency, or any ***City*** official; or
- (3) undertaking activities that require registration as a lobbyist.

“City”.

(a) *General.*

“City” means any department, board, commission, council, authority, committee, office, or other unit of City government.

(b) *Inclusions.*

“City” includes the following entities:

- (1) Baltimore City Parking Authority.
- (2) Baltimore Development Corporation.
- (3) Baltimore Police Department.
- (4) Board of Liquor License Commissioners for Baltimore City.
- (5) Enoch Pratt Free Library of Baltimore City.
- (6) Housing Authority of Baltimore City.

“Family member”.

“Family member” means any:

- (1) spouse;
- (2) parent;
- (3) sibling; or
- (4) child, including an adopted child, stepchild, ward, or foster child, regardless of age.

“Financial interest”.

“Financial interest” means ownership of:

- (1) more than 3% of a **business entity**; or
- (2) securities of any kind that represent or are convertible into ownership of more than 3% of a **business entity**; or
- (3) an interest as a result of which the owner:
 - (i) received more than \$1,000 in any of the preceding 3 calendar years; or
 - (ii) is entitled to receive more than \$1,000 in the current or any later calendar year.

“Gift”.

(a) *General.*

“Gift” means, except as specified in paragraph (b), the transfer of anything of economic value, regardless of the form, without adequate and lawful consideration.

(b) *Exception.*

“Gift” does not include political contributions that are regulated under state law.

“Interest”.

(a) *General.*

“Interest” means, except as specified in paragraph (a), any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that was owned or held, in whole or in part, jointly or severally, directly or indirectly, at any time during the **reporting period**.

(b) *Exceptions.*

“Interest” does not include:

- (1) an interest held in the capacity of a personal representative, agent, custodian, fiduciary, or trustee, unless the holder has an equitable interest in the subject matter;
- (2) an interest in a time or demand deposit in a financial institution (e.g., checking account, savings account, or certificate of deposit);
- (3) an interest in an insurance policy, endowment policy, or annuity contract under which an

insurer promises to pay a fixed amount of money, either in a lump sum or periodically for life or some other specified period; or

- (4) an interest in a common trust fund or a trust that forms part of a pension or profit-sharing plan that:
 - (i) has more than 25 participants; and
 - (ii) has been determined by the Internal Revenue Service to be a qualified trust under § 401 or § 501 of the Internal Revenue Code.

“Person”.

“Person” includes any individual or **business entity**.

“Reporting period”.

“Reporting period” means:

- (1) January 1 through December 31; or
- (2) any additional period for which a disclosure statement is required.

“Significant gift”.

(a) *General.*

“Significant gift” means, except as specified in paragraph (b):

- (1) any **gift** with a value of more than \$50; and
- (2) any **gift** in a series of **gift s** with a cumulative value of \$150 or more given by or on behalf of the same **person** during the **reporting period**.

(b) *Exceptions.*

“Significant gift” does not include any of the following, regardless of value:

- (1) a **gift** from a **family member**;
- (2) a campaign contribution that is otherwise reported as required by law; or
- (3) tickets or free admission given to an elected official to attend a specific charitable, cultural, sporting, or political event, if given by the **person** sponsoring or conducting the event as a courtesy or ceremony to the office.

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**IMPORTANT:
CAREFULLY READ
ACCOMPANYING DIRECTIONS**

**FINANCIAL DISCLOSURE STATEMENT
FOR
OFFICIALS AND EMPLOYEES GENERALLY**

**NOTE: *Bold-italicized terms* are defined in the accompanying Financial Disclosure Directions,
which should be reviewed carefully before completing this Statement.**

PART A. IDENTITY OF STATEMENT MAKER

All filers:

Last Name _____ First and Middle Names _____
Home Address _____

Home Telephone (____) _____

All filers *except* candidates for elected office:

Agency (Dep't, Division, Bureau) _____
Position with Agency _____
Office Address _____

Office Telephone (____) _____

Candidates for elected office:

Office Sought _____

PART B. TYPE OF STATEMENT/REPORTING PERIOD COVERED

All filers must check the applicable type of Statement and specify the year for which it is filed:

___ Annual Statement ___ Entry Statement ___ Departure Statement ___ Candidate's Statement

For Calendar Year 20__.

Persons filing a Departure Statement must also complete the following {see *Directions at Part III(c)(2)*}:

This Statement also covers the period of January 1, 20__ through _____, 20__.

PART C. RECEIPT BY ETHICS BOARD

NOTE: To be completed only by Ethics Board.

This Statement and accompanying Schedules were received for filing on _____, 20__.

For Board of Ethics

PART D. DISCLOSURES

1. INTERESTS IN REAL PROPERTY

During the *reporting period* covered by this Statement, did any of the following have any *interest* in any real property (whether located in or outside Baltimore City)?

If you answer “yes” to any of these, complete and attach **Schedule 1**.

a. You

☐ Yes ☐ No

b. A *family member* (if you directly or indirectly controlled that *family member’s interest*)

☐ Yes ☐ No

c. An *attributable entity*

☐ Yes ☐ No

d. A partnership, limited liability partnership, limited liability company, or other unincorporated entity in which you, a *family member* (if you directly or indirectly controlled that *family member’s interest*), or an *attributable entity* held an interest

☐ Yes ☐ No

2. INTERESTS IN BUSINESS ENTITIES

During the *reporting period* covered by this Statement, did any of the following have any *interest* in any *business entity*?

If you answer “yes” to any of these, complete and attach **Schedule 2**.

a. You

☐ Yes ☐ No

b. A *family member* (if you directly or indirectly controlled that *family member’s interest*)

☐ Yes ☐ No

c. An *attributable entity*

☐ Yes ☐ No

3. POSITIONS WITH *BUSINESS ENTITIES DOING BUSINESS WITH CITY*

During the **reporting period** covered by this Statement, did any of the following hold an office, directorship, salaried employment, or similar position with any **business entity** that does **business with the City** {or is regulated by or lobbies before the **City**}?

If you answer “yes” to any of these, complete and attach **Schedule 3**.

a. You

☐ Yes ☐ No

b. Your spouse or child

☐ Yes ☐ No

c. Your parent or sibling (to the extent known to you)

☐ Yes ☐ No

4. GIFTS (INCLUDING TRAVEL EXPENSES) FROM *PERSONS DOING BUSINESS WITH CITY*

During the **reporting period** covered by this Statement, did any of the following accept, directly or indirectly, any **significant gift** (including payment of travel expenses) from any **person** that does **business with the City** {or is regulated by or lobbies before the **City**}?

If you answer “yes” to any of these, complete and attach **Schedule 4**.

a. You

☐ Yes ☐ No

b. A **family member** or other **person** at your direction

☐ Yes ☐ No

5. DEBTS TO *PERSONS DOING BUSINESS WITH CITY*

During the **reporting period** covered by this Statement, were any of the following indebted to any **person** that does **business with the City** {or is regulated by or lobbies before the **City**}?

Note: The following debts need not be reported: (i) utility accounts (e.g., telephone, gas, or electric accounts); or (ii) retail credit or installment sales accounts (e.g., credit card purchases or advances; car or appliance financing through dealer or established lender).

If you answer “yes” to any of these, complete and attach **Schedule 5**.

a. You

☐ Yes ☐ No

b. A **family member** (if you were involved in the transaction giving rise to the debt)

☐ Yes ☐ No

6. FAMILY MEMBERS EMPLOYED BY CITY

During the *reporting period* covered by this Statement, were any of the following employed by the *City*?

If you answer “yes” to any of these, complete and attach **Schedule 6**.

a. Your spouse or child

☐ Yes ☐ No

b. Your parent or sibling

☐ Yes ☐ No

7. OTHER SOURCES OF EARNED INCOME

During the *reporting period* covered by this Statement, were any of the following (i) a compensated employee of someone other than the *City*; (ii) an owner (sole or partial) of a *business entity*; or (iii) a recipient of earned income from a *business entity*?

If you answer “yes” to any of these, complete and attach **Schedule 7**.

a. You

☐ Yes ☐ No

b. Your spouse or child

☐ Yes ☐ No

8. ADDITIONAL INFORMATION

Is there any other interest or information that you would like to disclose?

If you answer “yes”, complete and attach **Schedule 8**.

☐ Yes ☐ No

PART E. SIGNATURE AND AFFIRMATION

I, _____, solemnly affirm under the penalties of perjury that the contents of this Statement and of all accompanying Schedules are true to the best of my knowledge, information, and belief.

(Signature)

PART F. NOTARIZATION

STATE OF MARYLAND

CITY/COUNTY OF _____

I CERTIFY that, on this ____ day of _____, 20____, before me, a Notary Public in and for the City/County of _____, personally appeared _____, who acknowledged that this Statement, the accompanying Schedules, and the preceding Affirmation were all his/her act.

AS WITNESS, my hand and Notarial Seal:

(Notary Public)

My Commission Expires: _____

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SCHEDULE 1
INTERESTS IN REAL PROPERTY

**NOTE: For more than one property,
make additional copies of this Schedule.**

1. LOCATION AND TYPE OF PROPERTY

Address or Legal Description: _____

Type of Property:

☐ Improved ☐ Unimproved
☐ Residential ☐ Commercial

Other (explain): _____

2. HOLDER OF INTEREST

Name: _____

Relationship to Statement Maker:

☐ Self ☐ Spouse ☐ Child ☐ Parent ☐ Sibling ☐ *Attributable Entity*
☐ Unincorporated entity in which one of above held an *interest*

Address: _____

3. NATURE OF INTEREST

Type of *interest*:

☐ Fee simple ☐ Life Estate ☐ Leasehold Other (explain): _____

How held:

☐ Solely held ☐ Jointly held*

*If jointly held, state % of interest: _____

4. OTHERS WITH *INTEREST* IN PROPERTY

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

5. CONDITIONS OR ENCUMBRANCES ON *INTEREST*

Describe the terms of any conditions or encumbrances on the *interest* and identify all parties involved:

6. HOW *INTEREST* ACQUIRED

Person From Whom *Interest* Acquired:

Name: _____

Address: _____

Date Acquired: _____

Manner of Acquisition:

☐ Purchase ☐ Gift ☐ Inheritance

Other (explain): _____

If Acquired by Purchase:

Nature and dollar amount (or value) of consideration paid for *interest*: _____

If Acquired Other Than by Purchase:

Fair market value of *interest* when acquired: \$_____.

7. TRANSFERS

If all or any part of the *interest* was transferred to another during the period covered by the Statement –

Person to Whom *Interest* Transferred:

Name: _____

Address: _____

Nature and amount of the *interest* transferred: _____

Nature and dollar amount (or value) of consideration received for the *interest*: _____

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SCHEDULE 2
INTERESTS IN BUSINESS ENTITIES

**NOTE: For more than one *business entity*,
make additional copies of this Schedule.**

1. IDENTITY OF *BUSINESS ENTITY*

Name: _____
Address of Principal Office: _____

2. HOLDER OF *INTEREST*

Name: _____
Relationship to Statement Maker:
____ Self ____ Spouse ____ Child ____ Parent ____ Sibling ____ *Attributable Entity*
Address: _____

3. NATURE AND AMOUNT OF *INTEREST*

Type of *interest*:

____ Sole proprietor ____ General Partner ____ Limited Partner ____ Joint Venturer
____ Trust Beneficiary ____ Trustor ____ Reversionary Trust Interest
____ Stockholder ____ Other (explain): _____

Amount of *interest*:

For a non-equity *interest* (e.g., notes or bonds) in any *business entity*, indicate –
dollar value of the *interest* : \$ _____

For an equity *interest* in a publicly traded corporation, specify *either* –
dollar value of the *interest* : \$ _____ *or*
number of shares owned: _____

For an equity **interest** in a non-publicly traded corporation or other **business entity**, specify –
either –

dollar value of the **interest**: \$_____ *or*

both –

number of shares/ownership units owned: _____ *and*

percentage of company ownership represented by the **interest**: _____%

4. CONDITIONS OR ENCUMBRANCES

Describe the terms of any conditions or encumbrances on the **interest** and identify all parties involved:

5. HOW **INTEREST** ACQUIRED

Note: Complete the following if the **interest** was acquired during the period covered by this Statement.

{*Exception:* If the **interest** (i) was acquired by dividend, (ii) consists solely of additions to existing publicly corporate interests, and (iii) has a value of less than \$500, you need only complete the item below labeled “Manner of Acquisition”.}

Person From Whom **Interest** Acquired:

Name: _____
Address: _____

Date Acquired: _____

Manner of Acquisition:

___ Purchase ___ Gift ___ Inheritance

Other (explain): _____

If Acquired by Purchase:

Nature and dollar amount (or value) of consideration paid for **interest**: _____

If Acquired Other Than by Purchase:

Fair market value of **interest** when acquired: \$_____.

6. TRANSFERS

If all or any part of the *interest* was transferred to another during the period covered by the Statement -

Person to Whom **Interest** Transferred:

Name: _____

Address: _____

Nature and amount of the *interest* transferred: _____

Nature and dollar amount (or value) of consideration received for the *interest*: _____

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SCHEDULE 3
POSITIONS WITH *BUSINESS ENTITIES* DOING *BUSINESS WITH CITY*

**NOTE: For more than one *business entity* or more than one position holder,
make additional copies of this Schedule.**

1. IDENTITY OF *BUSINESS ENTITY*

Name: _____
Address of Principal Office: _____

2. HOLDER OF POSITION

Name: _____
Relationship to Statement Maker:
____ Self ____ Spouse ____ Child ____ Parent ____ Sibling
Address: _____

3. NATURE OF POSITION

Title: _____
Date Started: _____
General Duties: _____

4. AGENCIES WITH WHICH *BUSINESS ENTITY* DOES BUSINESS

Identify each agency of the *City* with which *business entity* does business and, as to each, the nature of that business (specifying, at a minimum, whether the *business entity* (i) is involved in sales or contracts with the agency; (ii) is regulated by the agency; or (ii) is a lobbyist with respect to matters before the agency):

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SCHEDULE 4
GIFTS FROM *PERSONS* DOING *BUSINESS* WITH *CITY*

**NOTE: Provide the following information for
each *significant gift* or series of *gifts* from the same *person* or entity.
If needed, make additional copies of this Schedule.**

1. IDENTITY OF *PERSON* MAKING GIFT

NOTE: Identify here the individual or entity by or on whose behalf, whether directly or indirectly,
the *significant gift* was given.

Name: _____

Address: _____

2. RECIPIENT OF *GIFT*

Name: _____

Relationship to Statement Maker:

___ Self ___ *Family member* or other *person*, at your direction

Address: _____

3. NATURE OF *GIFT*

Describe *gift*: _____

Retail value when received: \$ _____

4. TRAVEL EXPENSES

If the *gift* entailed any payment for all or any part of a trip or for meals, beverages, lodging, entertainment, or other associated expenses, provide the following information for that trip:

Location: _____

Nature of Event: _____

Fair Market Value of Entire Trip: \$ _____

Amount Paid for by You: \$ _____

Amount Paid for by *Person* Identified in Section 1: \$ _____

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SCHEDULE 5
DEBTS TO *PERSONS* DOING *BUSINESS WITH CITY*

**NOTE: For more than one *person* doing *business with the City* ,
make additional copies of this Schedule.**

1. IDENTITY OF CREDITOR

Name: _____
Address of Principal Office: _____

2. DEBTOR

Name: _____

Relationship to Statement Maker:

___ Self ___ Spouse* ___ Child* ___ Parent* ___ Sibling*

Address: _____

*Describe your involvement in transaction: _____

3. DESCRIPTION OF DEBT

Date Incurred: _____

Terms of Payment:

\$ _____ per

___ Month ___ Quarter ___ Year

___ Other (explain): _____

for _____ (number)

___ Months ___ Quarters ___ Years

___ Other (explain): _____

4. SECURITY FOR DEBT

___ None

___ Real Property (address): _____

___ Personal Property (describe): _____

___ Other (explain): _____

5. PRINCIPAL BALANCE

At start of *reporting period*: \$ _____

At end of *reporting period*: \$ _____

SCHEDULE 6
FAMILY MEMBERS EMPLOYED BY CITY

1. SPOUSE

Name: _____

Address: _____

Name of Agency: _____

Title and Nature of Position: _____

2. CHILD

Name: _____

Address: _____

Name of Agency: _____

Title and Nature of Position: _____

3. PARENT

Name: _____

Address: _____

Name of Agency: _____

Title and Nature of Position: _____

4. SIBLING

Name: _____

Address: _____

Name of Agency: _____

Title and Nature of Position: _____

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SCHEDULE 7
OTHER SOURCES OF EARNED INCOME

1. STATEMENT MAKER

Name of Statement Maker: _____

Business Entity's Name and Address: _____

Title and Nature of Position: _____

2. SPOUSE

Name of Statement Maker: _____

Business Entity's Name and Address: _____

Title and Nature of Position: _____

3. CHILD

Name of Statement Maker: _____

Business Entity's Name and Address: _____

Title and Nature of Position: _____

4. CHILD

Name of Statement Maker: _____

Business Entity's Name and Address: _____

Title and Nature of Position: _____

5. CHILD

Name of Statement Maker: _____

Business Entity's Name and Address: _____

Title and Nature of Position: _____

SCHEDULE 8
ADDITIONAL INFORMATION
